



CURE Programme Internship
New York Secretariat
Starting date: Immediately

Deadline for Applications: 6 September 2019

Overview

The Center for UN Reform Education (CURE) is a New York-based, independent, non-partisan, non-profit policy research organization. Founded in 1978, the mission of the Center is to encourage, generate and sustain discussion of various specific proposals to reform and restructure the United Nations through its website; its monographs, papers and books; and its fora and conferences. Over the last 30 years, the Center has filled an important gap in the UN community by publishing cutting edge research on mid and long-term proposals on the reform of the United Nations system. By doing so, the Center has promoted discussion on issues including weighted voting, E-democracy, and restructuring of the UN's principal organs including the Security Council and the General Assembly. The Center is associated with the Department of Public Information (DPI) at the United Nations. For further information about CURE, visit our website at: <http://www.centerforunreform.org/>

The Internship

CURE is seeking a highly motivated and dedicated individual to help manage and conduct research on relevant UN reform issues, taking notes of meetings and preparing documents, among other logistical and administrative tasks. The expected commitment is a minimum of 20 hours per week for a *minimum of three months*, and should be able to start as soon as possible.

Responsibilities

- Assist in the overall process of planning and carrying out the research projects of CURE;
- Research and communication: researching current issues on UN reform, writing articles on UN reform issues for CURE's online and written publications, attending relevant meetings at the UN, analyzing reports and statements from UN Member States, conducting interviews with relevant stakeholders, among other tasks;
- Website/social media management: posting articles and publications on meetings and developments on UN reform, updating Twitter and Facebook feeds
- Administrative duties: scanning documents, answering phone calls and e-mails;
- Fundraising: Assist with the Center's fundraising strategies.

Qualifications

- Fluency in English;
- Advanced undergraduate/recent graduate/graduate student in International Relations, History, Political Science or related field;
- Demonstrated interest in and knowledge of UN issues;
- Previous work/intern experience in a non-profit environment helpful;
- Pro-active, well organized, self-motivated, and able to work independently within the constraints of tight deadlines;
- Cultural sensitivity;
- Excellent attention to detail;
- Proficiency using Microsoft Office software; Experience with WordPress and/or Drupal a plus;
- Strong written and oral communication, research and writing skills



Remuneration

Please note that this is an **unpaid** internship but the Center will provide a small stipend covering local travel costs. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. The Center cannot sponsor individuals applying for internships to help them obtain visas.

Application procedure

Please **no later than September 6th** by sending a cover letter and CV by email to Haselmann@wfm-igp.org with the subject header, "Cure Programme Intern"

Applications are reviewed **on a rolling basis**; therefore, it is advised to send in applications early. Short-listed candidates are invited for an interview. Due to the great number of applications, only short-listed candidates will be contacted. Please be sure to indicate your available start date.

No phone inquiries please.

The Center is an equal opportunity/affirmative action employer strongly committed to hiring and retaining diverse and internationally representative interns.